

COLORADO DEPARTMENT OF TRANSPORTATION RIGHT OF WAY SETTLEMENT CHECKLIST	Project Code:	Parcel No:
	Project No:	
	Location:	
	Name:	

	Yes	No	TC*	
1. Title information				
A. Is date of title information within 90 days of the agreement date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Have all encumbrances been taken care of on Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Have utility bills or other assessments been paid to date of closing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Agreement				
A. Does the amount of settlement agree with Fair Market Value or Administrative Settlement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Have unusual conditions under "other conditions" been approved by ROW Services or Attorney General's Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Are proper documents called for? (Deeds, Releases, Etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Is Agreement signed and dated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Have copies of agreements been distributed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Are the names for the warrant(s) correct? (Check title info) (Legible copies of liens noted on agreement must be attached to insure necessary release(s) will be prepared.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. Is the amount of the warrant(s) correct? (Are all parties to be paid and amounts listed?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. Is a Power of Attorney, Declaration of Trust, Appointment of Personal Representative or similar document needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. Does agreement call for withholding of money for fixtures, specific performance, removal of improvements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J. Is an Administrative Settlement Approval included? Have proper parties dated and signed the Administrative Settlement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Negotiator's diary				
A. Has demographic information been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Has ROW information brochure been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Has negotiator's indicated who was present at the first negotiator's contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Has the diary been signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Has all contacts been listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Taxes				
A. Is tax certificate included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Is tax pro-ration included? (not necessary on small amounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Is withholding tax involving non-Colorado entities applicable? (Department of Revenue Forms 1083 and 1079)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Miscellaneous				
A. Is offer letter included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Is copy of FMV signed by the Region attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Has the parcel been filed for Condemnation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. IRS requirements				
A. Attached original W-9, signed by owner.				
B. 1099-S required <input type="checkbox"/> yes <input type="checkbox"/> no				
If no, check exceptions:	<input type="checkbox"/> under \$600	<input type="checkbox"/> Corporation or Insurance Co.	<input type="checkbox"/> Volume Transfer	
	<input type="checkbox"/> Governmental Unit	<input type="checkbox"/> Gift or Donation		
	<input type="checkbox"/> Escrow Agent/Title Co.			
C. 1099-MISC. <input type="checkbox"/> yes <input type="checkbox"/> no				
(required for TEs over \$600)				
If no, check exceptions:	<input type="checkbox"/> under \$600	<input type="checkbox"/> Corporation or Insurance Co.	<input type="checkbox"/> Volume Transfer	
	<input type="checkbox"/> Governmental Unit	<input type="checkbox"/> Gift or Donation		
	<input type="checkbox"/> Escrow Agent/Title Co.			
Real Estate Specialist signature			Date	